

	<p style="text-align: center;"><b>Kasson Township Planning Commission Regular Meeting</b></p> <p style="text-align: center;"><b>Monday, December 20, 2021 Kasson Township Hall - 10988 S Newman Rd.</b></p> <p style="text-align: center;"><b>MINUTES</b></p>	
<b>1</b>	Vice Chairperson Roush called the meeting to order at 7:00 p.m. Pledge of Allegiance was recited.	
<b>2</b>	<p><b>MEMBERS PRESENT:</b> Commissioner Anderson, Commissioner Carter, Commissioner Noonan, Vice Chair Roush, Secretary Schaeffer</p> <p><b>STAFF PRESENT:</b> Zoning Administrator Cypher (by telephone)</p> <p><b>MEMBERS OF THE PUBLIC PRESENT:</b> None.</p>	<p><b>CALL TO ORDER</b></p> <p><b>ROLL CALL</b></p>
<b>3</b>	<p>Roush brought the Tentative Agenda to the floor for approval</p> <p><b>Moved by:</b> <i>Schaeffer</i>, <b>seconded by:</b> <i>Anderson</i> <b>to approve the agenda, v.1 as submitted.</b> (See attachment "A".)</p> <p><b>Ayes: All</b></p> <p style="text-align: right;"><b>CARRIED</b></p>	<p><b>AGENDA</b></p> <p><b>AGENDA APPROVED</b></p>
<b>4</b>	None.	<b>CONFLICTS OF INTEREST</b>
<b>5</b>	None.	<b>GENERAL COMMENTS FROM THE PUBLIC</b>
<b>6</b>	<p><b>Moved by:</b> <i>Noonan</i>, <b>seconded by:</b> <i>Carter</i> <b>to approve the minutes of November 15, 2021, as presented.</b></p> <p><b>Ayes: All</b></p> <p style="text-align: right;"><b>CARRIED</b></p>	<p><b>MINUTES APPROVED</b></p> <p><b>November 15, 2021</b></p>
<b>7</b>	None.	<b>CORRESPONDENCE</b>

**APPROVED MINUTES**

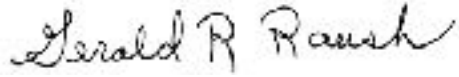
<b>8A</b>	Roush: None.	<b>AREA REPORTS</b> ViceChairperson
<b>8B</b>	Schaeffer: None.	Secretary
<b>8C</b>	Carter: The Township Board has heard nothing further from Elmers or the County Road Commission regarding the proposed temporary closing of Baatz Road, west of Coleman Road.	Township Board
<b>8D</b>	Anderson: No report (no meeting)	Board of Appeals
<b>8E</b>	Cypher: 1) Verbally summarized his printed monthly report for November 2021. 2) Year-to-date we have issued 34 land use permits. See Attachment "B" for the formal reports.	Zoning Administrator

9A	<p>A copy of the plan was received from LIAA (which will be referred to as “V1”) and included the text of the entire plan as one Word document.</p> <p>Earlier in the day, Schaeffer had a conversation with Matt Cowell from LIAA and agreed to the next steps.</p> <ol style="list-style-type: none"> <li>1. The Commission will review the contents, and resolve all of the remaining questions on content and insert all the graphics into the V1 document, giving “V2”</li> <li>2. LIAA will use V2 to add formatting, styles, and other features to produce a document that will essentially be the final product - content, graphics and a Table of Contents. This will be “V3”.</li> <li>3. The Commission will perform a final cursory look at V3 to make sure the formatting and internal links are consistent and correct. If further “tweaks” are required, this version will become “V4”. No content changes will be allowed. This will conclude LIAA’s assignment.</li> </ol> <p>The Commissioners then reviewed V1 to resolve all of the unaddressed issues that came up during the drafting process. In numerous places, the Commission added data points (such as 2020 Census results) which were not available at the time those sections were being reviewed.</p> <p>The Commission also addressed several questions that were encountered during the original drafting process, and resolved same</p> <p><b>Moved by Noonan, seconded by Carter to approve all the changes made tonight. Schaeffer will insert those changes into V1 and send the resulting V2 to LIAA for the next step, as outlined, earlier in these minutes.</b></p> <p><b>Ayes: All</b></p> <p style="text-align: right;"><b>CARRIED</b></p>	<p><b>UNFINISHED BUSINESS Master Plan Review</b></p>
10A1	<p><b>Moved by Noonan, seconded by Anderson to elect Jerry Roush as Chairperson for 2022</b></p> <p><b>Ayes: All</b></p> <p style="text-align: right;"><b>CARRIED</b></p>	<p><b>NEW BUSINESS Election of 2022 Officers Chairperson</b></p>

## APPROVED MINUTES

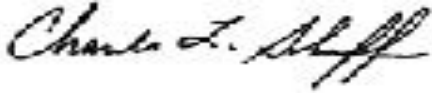
10A2	<p><b>Moved by Noonan, seconded by Roush to elect Jim Anderson as Vice Chairperson for 2022</b>  <b>Ayes: All</b></p> <p style="text-align: right;"><b>CARRIED</b></p>	Vice Chairperson
10A3	<p><b>Moved by Noonan, seconded by Anderson to elect Chuck Schaeffer as Secretary for 2022</b>  <b>Ayes: All</b></p> <p style="text-align: right;"><b>CARRIED</b></p>	Secretary
10A4	<p><b>A consensus was reached to have David Noonan serve as the Planning Commission's representative to the Zoning Board of Appeals, given his past experience and knowledge as Township Assessor.</b></p>	PC Representative to ZBA
10B	<p><b>Moved by Carter, seconded by Anderson to adopt the third Monday of each month as the meeting day for regular Planning Commission meetings during 2022. (See attachment "C" to these minutes for the Public Notice.)</b>  <b>Ayes: All</b></p> <p style="text-align: right;"><b>CARRIED</b></p>	<b>Set Meeting Dates for 2022</b>
11	None.	<b>COMMENTS FROM THE PUBLIC</b>
12	None.	<b>COMMENTS FROM COMMISSION- ERS</b>
14	Monday, January 17, 2022, 7:00 PM, Township Hall.	<b>NEXT MEETING</b>
15	<p><b>Moved by Noonan, seconded by Anderson to adjourn the meeting.</b>  <b>CARRIED</b>  The meeting was adjourned at 8:45 PM.</p>	<b>ADJOURNMENT</b>

**APPROVED MINUTES**



Minutes Prepared by  
Chuck Schaeffer  
Commission Secretary

Commission Chair      December 20, 2021



Commission Secretary    December 20, 2021

ATTACHMENT “A” - TENTATIVE AGENDA

KASSON TOWNSHIP PLANNING COMMISSION  
Tentative Agenda (updated)  
December, 2021

v.1

1. Call Meeting to Order/Pledge of Allegiance
2. Roll Call of Commissioners and Staff; Recognition of Visitors
  - A. Commissioners present (roll call): Anderson, Carter, Noonan, Roush, Schaeffer
  - B. Staff - Cypher (by zoom)
  - C. Visitors present \_\_\_\_\_
3. Consideration of Agenda: Additions or Deletions [\*]
4. Declaration of Conflicts of Interest
5. General Comments from the Public
6. Approval of Minutes – November 15, 2021 [\* “Minutes...”]
7. Correspondence Received
8. Reports
  - A. Chairperson - Commissioner Roush
  - B. Secretary - Commissioner Schaeffer
  - C. Township Board – Commissioner Carter
  - D. Zoning Board of Appeals – Commissioner Anderson
  - E. Zoning Administrator’s Report. - Zoning Administrator Cypher [\* “ZA...”]
9. Unfinished Business
  - A. Master Plan draft from LIAA review [\* “MP...”]
10. New Business
  - A. ~~Tom Krause—Self Storage Unit Project~~ [\* ~~“Krause...”~~]
  - B. Election of 2022 Officers
    1. Chair
    2. Vice Chair
    3. Secretary
    4. PC Representative to ZBA
  - C. Setting of 2022 Regular Meeting Dates [\* “PC”]
11. Comments from the Public
12. Comments from the Commissioners
13. Next Meeting: January 17, 2022 , 7:00 PM, Township Hall
14. Adjournment

[\*] - Following an agenda item means there is an attachment in the meeting packet. The word in quotes following the \* is the first word of the file(s) in the packet that apply.

Chuck Schaeffer  
Commission Secretary

Page 1 of 1

## ATTACHMENT "B" - ZONING ADMINISTRATOR'S REPORTS

Kasson Township  
Zoning Administrator's  
NOVEMBER 2021 REPORT

12/8/2021

To: Kasson Township Board &amp; Planning Commission

From: TIMOTHY A. CAPPER

<b>Land Use Permits Issued:</b>	<b>1</b>	<b>YEAR TO DATE 34</b>
Signs / Home Occupation	0	
Single Family Residences (SFR)	1	
Additions to SFR	0	
Garages	0	
Decks & Porches / MISC.	0	
Accessory Buildings	0	
Commercial Construction	0	
Stairs / Landings / Fences	0	
Agriculture construction	0	
Demolitions / Relocating	0	
Boat houses	0	
Solar Panels	0	
Renewal of / Change of use	0	
<b>Z.B.A. proceedings</b>	<b>0</b>	<b>0 INQUIRY</b>
<b>Special Land Use Permits</b>	<b>3</b>	<b>GRAVEL RENEWALS - ALL APPROVED</b>
<b>Land Divisions</b>	<b>0</b>	<b>1 INQUIRY</b>
<b>Property Line Adjustments</b>	<b>0</b>	<b>1 INQUIRY</b>
<b>Private Roads / Driveways</b>	<b>0</b>	<b>1 INQUIRY</b>
<b>Zoning / Site Plan Reviews</b>	<b>0</b>	<b>1 INQUIRY</b>
<b>Construction / Site Inspections</b>	<b>4</b>	
<b>Violations/Investigations</b>	<b>0</b>	<b>**VIOLATIONS**</b>
	<b>0</b>	<b>INVESTIGATIONS</b>

I also supplied information via 21 phone calls, 11 via internet to Township residents & others.

I attended the Planning Commission and Township Board meetings in person.

Please feel free to contact me with any questions.

[tim@allpermits.com](mailto:tim@allpermits.com)

Phone 231-360-2557

## KASSON TOWNSHIP ZA'S MONTHLY PERMIT SUMMARY

PERIOD: NOVEMBER 2021

DATE	PERMIT #	NAME	USE	RECEIPT CK.#	AMOUNT
11/29/2021	LUP 21-34	MC CLEARY	LAND USE	202134	1055 \$ 75.00
007-018-010-10	10762 S. FRITZ ROAD	NEW DWELLING PORCH & DECKS	1,102 S.F.		

SIGNED:

TOTAL \$ 75.00



DATE: 12/8/2021

TIMOTHY A. CYPHER  
KASSON TOWNSHIP ZONING ADMINISTRATOR  
231-360-2557  
[TIM@ALLPERMITS.COM](mailto:TIM@ALLPERMITS.COM)



ATTACHMENT "C" - PLANNING COMMISSION MEETING DATES FOR 2022

MEETINGS NOTICE To comply with the Michigan Open Meetings Act (MCL 15.265):

## Kasson Township Planning Commission

c/o Kasson Township Planning Commission Secretary  
1776 W Burnley Ln  
Maple City, MI 49664

Phone: (231) 228-6060

E-mail: [KassonTwpPCSec@gmail.com](mailto:KassonTwpPCSec@gmail.com)

Internet where meeting notices are posted:  
<http://leelanau.gov/kassontwp.asp>

Will hold its regular monthly meetings of the Kasson Township Planning Commission on the third Monday of each month specifically:

- January 17, 2021 (MLK Birthday — Observed)
- February 21, 2021 (President's Day)
- March 21, 2021
- April 18, 2021
- May 16, 2021
- June 20, 2021
- July 18, 2021
- August 15, 2021
- September 19, 2021
- October 17, 2021
- November 21, 2021
- December 19, 2021

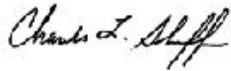
all starting at 7:00 PM, in the **Kasson Township Hall, 10988 S Newman Rd, Maple City, MI 49664.**

*Due to changing Covid-19 regulations regarding meetings, some meetings may be held by electronic means. If that is to be the case, instructions on how to attend electronically will be posted on the Township Bulletin Board and website, at least 18 hours before the meeting time.*

Kasson Township will provide necessary reasonable auxiliary aids and services, such as hand signers for the hearing impaired, audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting (and/or hearing) upon two weeks notice to Kasson Township. Individuals with disabilities requiring auxiliary aids or services should contact the Kasson Township Clerk and leave a message which includes (1) who you are/how to contact you, (2) what meeting and date you wish to attend, (3) what aid you are requesting. Contact: Dana Boomer, Clerk, Phone, (231) 590-9788; U.S. mail, PO Box 62, Maple City, MI 49664; E-mail [kassontwpcclerk@gmail.com](mailto:kassontwpcclerk@gmail.com).

This notice was posted by Charles Schaeffer, Kasson Township Planning Commission Secretary, to comply with Sections 4 and 5 of Michigan Open Meetings Act (MCL 15.265) at 9:30 PM, December 20, 2020, on the bulletin board outside the Township Hall, posted at least 18 hours prior to the start of the first meeting.

I, Charles Schaeffer, Kasson Township Planning Commission Secretary, certify that the foregoing notice has been posted as specified above in accordance with the Michigan Open Meeting Act (MCL 15.265) as amended.



Kasson Township Planning Commission  
Secretary